

Turkish Psychological Counseling and Guidance Association
Psychological Counseling Guidance Training
Program Evaluation and Accreditation Unit
(PDR-EPDAB)

CONSISTENCY CHECK GUIDE

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Table of Contents

ARTICLE 1 Basis, Purpose and Scope	2
ARTICLE 2 Definitions	2
ARTICLE 3 Consistency Control Process Summary	3
ARTICLE 4 Structure, Formation and Term of Office of the Consistency Control Committee	4
ARTICLE 5 Working Procedures of the Consistency Control Committee	4
5.1 Scope of Duties of the Consistency Control Committee	4
5.2 Control Process for Draft Reports	4
5.3 Finalization of Change Proposals and Transfer to Reports	5
ARTICLE 6 Amendment to the Consistency Check Guidelines	6
ARTICLE 7 Enforcement	6

Turkish Counseling and Psychological Counseling Association PCDR-EPDAB - Consistency
Check Guide (Version 1.0 - 00.14.2022)

ARTICLE 1: Basis, Purpose and Scope

This guideline has been prepared in accordance with the Directive on the Principles of Assessment and Accreditation of Counseling and Psychological Counseling Units (DAUE).

The purpose of this guideline is to describe the composition and working procedures of the Consistency Control Committee to be established by the AÜK in accordance with the principles set out in Article 10 of the DAUE, and the process of consistency checks of draft evaluation reports by this committee.

ARTICLE 2: Definitions

In this manual:

- (a) Exit Meeting, the meeting held as the final activity of the institutional visit in accordance with Article 9(i) (1) of the DAUE, where the evaluation findings are presented to the institutional authorities,
- (b) DAUE Guidelines, Guidelines for the Principles of Assessment and Accreditation of Counseling and Psychological Counseling and Psychoeducation,
- (c) Institution means the higher education institution (university) to which the program for which accreditation is applied is affiliated,
- (d) AÜK, Turkish Counseling and Psychological Counseling Association Counseling and Psychological Counseling Accreditation Supreme Board,
- (e) Psychological Counseling and Guidance Education Programs Evaluation and Accreditation Unit of the Turkish Psychological Counseling Association,
- (f) The Office of the PCDR-EPDAB, the Secretary of the PCDR-EPDAB or the PCDR-EPDAB staff designated by him/her,
- (g) National Standards, National Standards / Criteria to be used in the accreditation assessment of counseling and guidance education programs,
- (h) Team Chairperson, the chairperson of the evaluation team established by the AÜK in accordance with Article 6 of the DAUE,
- (i) Draft Report, the draft report prepared by the evaluation team in accordance with Article 8(c) of the DAUE. In this document, draft reports are referred to simply as reports.
- (j) Consistency Control Committee (CCC), the Consistency Control Committee established by the AUC in accordance with Article 10(b) of the DAUE,
- (k) Psychological Counselor Training Program, psychological counseling and guidance programs in which psychological counselors are trained in faculties of education defines it.

ARTICLE 3: Consistency Control Process Summary

As a result of the accreditation evaluation of the programs, the notifications to be made to the institutions must be consistent with each other both in terms of evaluations and format, and

must be free of any spelling mistakes. The principles in Article 10 of the DAUE Directive will be applied to ensure consistency in evaluations and to check the spelling of evaluation reports.

ARTICLE 4: Structure, Formation and Term of Office of the Consistency Control Committee

For each evaluation period, the AÜK selects the members of the Coherence Control Committee (CCT) for that period, usually in January or February, before the draft evaluation reports for that period reach the AÜK. The AÜK selects these members from among existing AÜK members or experienced program evaluators.

It is recommended that the number of TKK members should be two or four, depending on the number of evaluation reports to be checked in that period. In order to ensure continuity in the working procedures of the TKK, care is taken to ensure that some of the TKK members who served in the previous term are assigned to the newly formed committee.

The coordination of the work of the TRC is ensured by a member (TRC coordinator) to be determined by the AÜK among the members of the TRC. The communication of the TCT with the PCR-EPDAB Office and team leaders is also ensured by the TCT coordinator.

The duties of the members of the TKK end after the accreditation decisions of the programs evaluated in that evaluation period are taken.

ARTICLE 5: Working Procedures of the Consistency Control Committee

5.1 Scope of Duties of the Consistency Control Committee

The Consistency Control Committee (CCC) focuses on the inconsistencies it sees in the draft evaluation reports in terms of the national standards of the PCR-EPDAB. In this context, it gives its opinion to the team leader who prepared the relevant report for the statements and evaluations that it deems problematic in terms of consistency with the national standards of counseling and psychological counseling. The opinion conveyed to the team leader also includes problematic areas related to consistency between teams and between years as described in Article 10 of the DAUE Directive and, if any, situations that are contrary to intrateam consistency.

Correction of typographical errors in the reports and other wording corrections, such as conformity to the wording patterns given in the sample reports of the PCR-EPDAB, are outside the scope of the TKK's mandate.

5.2 Control Process for Draft Reports

The PCDR-EPDAB Office informs the TKK coordinator of the list of reports to be checked for consistency that semester and the contact information of the team leaders who prepared these reports.

Each draft report must be checked by at least two members of the TRC. For this purpose, TRC members work in teams of two.

The CRA coordinator plans which reports will be checked by which CRA team. During this planning, attention is paid to the balanced distribution of the reports to be checked amongst the TRC teams and the cases of conflicting interests of the TRC members are also taken into consideration.

The TRC coordinator will also ensure document tracking and version control during the control process of the reports. identify the methods to be used to facilitate.

The consistency checking process of reports consists of the following steps:

1. The TC coordinator distributes the draft reports submitted to him/her by the PCDR-EPDAB Office in a balanced manner among the relevant TC teams in line with the prior planning.
2. The report submitted to the TCT team is reviewed separately by two members of that team. A CRA team's issues on which there is no agreement among the members are discussed among all TKK members and a common agreement is reached. opinion is formed.
3. Next to the items/phrases that are found to be inconsistent in terms of consistency in the checked report, the member of the TKK who made the relevant check writes his/her opinion and comment.
4. The draft report, which has been checked by at least two TRC members, is circulated to the TRC members the relevant team leader by the TKK coordinator together with the notes he/she has put down, and the TKK's are asked for their opinions on these comments.
5. The head of the team should share his/her views on the comments made by the TKK on the draft report and the report's submits the revised version to the TKK coordinator.
6. The TC Coordinator will review the team leader's comments and the updated draft report with the relevant TC to the team.
7. The TCT team reviews the updated report and comments from the team leader.
 - (a) If the TCC members find the corrections made in the report and/or the explanations given by the team leader sufficient, the TCC coordinator informs the team leader that there are no problems in terms of consistency in the version of the report at this stage

and deletes the comments on the report and forwards a clean copy of the report to the PCR-EPDAB Office for the spell check stage.

- (b) If the corrections made in the report and/or the explanations given by the team leader are not deemed sufficient by the TC members, the TC members shall indicate their additional comments on the report on the issues they find problematic and the TC coordinator shall forward the report to the relevant team leader for reconsideration.
8. If, after the second round of checks, there are still outstanding issues between the team leader and the TCC members, the TCC coordinator will forward the report with the necessary explanations to the PCR-EPDAB Office and inform the team leader so that the final decision on this matter can be made by the AÜK.

5.3 Finalization of Change Proposals and Transfer to Reports

The CRA coordinator prepares a Consistency Check Schedule showing the status of the reports checked for consistency and the changes in reporting recommended by the CRA, and updates this schedule at appropriate intervals and shares it with the CRA members and the PCREPDAB Office.

There are two ways in which the CRA's proposed disclosure changes are reflected in draft reports:

- (a) If the notification change relates to a notification made after the 30-day response to the report and the team chair and the members of the TCC have agreed on this change, the notification change shall be made directly on the relevant report without the need for an AÜK decision.
- (b) If the change in notification relates to a statement of inadequacy on the Program Evaluation Form that the evaluation team left with the institution at the end of the Exit Interview Meeting or electronically transmitted to the institution, this statement shall be included next to the relevant item of the report. that the amendment was made by a decision of the ECSC.

ARTICLE 6: Amendment to the Consistency Check Guidelines

Proposals for amendments to this guideline may be made by a committee to be appointed by the AÜK. The prepared proposals shall be included in the agenda of the first meeting of the AÜK and decided upon.

ARTICLE 7: Enforcement

These Evaluation Guidelines enter into force on the date of approval by the AÜK.